

WELCOME TO THE STATE TUTORING PROGRAM

You will be providing an important academic intervention which is tutoring in small groups or one-to-one. Attached you find the Certificate of Supplemental Instruction for use with students. See the attachment for a list of the components of the program.

DOCUMENTATION TO KEEP ONSITE

To be prepared for a possible monitoring visit, please keep at your school or district office your Certificate of Supplemental Instruction forms and your attendance records (i.e. sign-in sheets) that cover session dates, duration and students present. The principal will at some point sign the completed Certificates. We advise that tutors take a “screen shot” and file or email it for documentation, when they review sessions.

If a school offers both a State Tutoring Program and permits outside provider(s) tutoring on-site, the parent of a participating student must choose **one**: the school’s program or one of the State Tutoring fund approved-providers’ programs. If a parent is dissatisfied, he/she can change programs. The new tutor must complete another Certificate of Supplemental Instruction (parent-tutor agreement) and notify the on-site program coordinator. The new tutor will register as a secondary tutor in order to enter data into the online system.

HOURS

The maximum number of hours that a tutor can be paid for is **75**. Thus, it is imperative that you coordinate with your school’s tutoring coordinator so all the tutors combined don’t go over the total number of hours allotted to your school. Your LEA will be paid for the hours tutors enter in the online system up to the total amount of the grant.

For example, if a school has a \$3500 allocation, that represents only 87.5 hours of tutoring. Tutors at that school must share the 87.5 hours.

USER NAME AND PASSWORD BELOW

The **Fall 13** Round of tutoring is from **August 12th – December 6th** for all tutors. You will be registering students and entering sessions for the **Fall** round in our online system which opens on the first day of tutoring and closes on **December**

12th at 8 A.M. The program will not accept dates from earlier rounds. Please enter your data in a timely manner so that any problems can be identified and solved. To access the system, you will:

- Go to the ADE website at <http://www.azed.gov/>
- Click on Common Logon, found under the pictures on the far right-hand side.
- Type in your user name: **username-gmatthews** , Password-**hwtpvwvm**
- Select State Tutor Fund
- In the choices listed on the left-hand side, go to *Register a Student* to enter all of your students, then go to *Add a Session* to log your tutoring sessions, toward the end of the tutoring grant period, go to *Student Progress* to answer how/if each student improved in the skill/concept that you identified in the Certificate of Supplemental Instruction. You will mark progress only once.
- A tutorial that shows the details of the online system is located at <http://www.azed.gov/state-tutoring/>
- If you have difficulties with the site, you should contact the ADE Support Center at (602) 542-7378 or (866)577-9636 Support@azed.gov.
- Once activated on-line, tutors may not transfer to another district, charter, or company during a grant period.

HOW TO GET SAIS (STUDENT) NUMBERS AND AIMS SCORES

- To obtain SAIS #s and AIMS scores, ask your school office or call your district's SAIS technology coordinator.

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